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Weekly Report for Week Ending 7 October 1959

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1. Briefed  new ARO for Security, on the overall Records Management Program concept, development, and administration.
2. Developed ideas for 21 visual aids for the "A Workshop" on Records Management.
3. Prepared memorandum to seven punched card installations requesting that they consider using 10-inch tabulation paper to the maximum extent in lieu of 11-inch paper. Listings on 10-inch paper can be filed upright in cabinets, thus saving drawer space and making possible the interfiling of these listings with related material.

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4. Collaborated  on a memorandum to all Operating Officials, calling for a conference of ARO's  4 and 5 November.

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from
RECORDS MAINTENANCE AND DISPOSITION BRANCH

1. Contributions

1. RMS Demonstrator File on Subject Numeric System [redacted] 25X1
Completed stocking and use-testing file cabinet with unclassified material including:

- a. Drawer demonstrating standard Agency Subject Numeric filing.
- b. "How not to file" drawer of material arranged under several non-standard systems.
- c. Reference library of filing manuals from Government and industry.
- d. Agency-stocked forms and supplies for filing.
- e. Training kits used in teaching Agency filing.

2. Assignments - Active

a. Shelf Filing (Duffey)

- (1) OP/Records and Services/Test Installation.
- (2) OO/Contact Division [redacted] 25X1
- (3) Office of Security/Building 13
- (4) OTR/Assessment and Evaluation Staff
- (5) OTR/Operations School/Headquarters Training

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- [redacted]
- (7) Office of Communications/TTT Staff
 - (8) ORR/Map Library

No change since previous report.

~~2~~ b. Filing Systems

- (1) [redacted] Security Division [redacted] 25X1

Checkup on newly installed filing system in [redacted] Security Division indicates it is working well and both the Chief and his Assistant are pleased with it. We hope this will serve as a pilot model to sell other [redacted] Divisions on the need and advantages of a Subject Numeric Filing System. 25X1

- (2) SR/DDP [redacted]

No change since previous report.

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(3) Master Index to Subject Filing Handbook []

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Added modifications used in [] Security file to card index.

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(4) Watch Office []

No change since previous report.

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(5) General Counsel []

No change from previous report.

c. Records Control Schedules.

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(1) Executive Registry []

Schedule has been typed and is ready for review.

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(2) FI Staff []

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(3) OOI []

A review of the records disposition program was begun. The records control schedule will be revised.

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d. Special Projects

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(1) SSA/DDS []

Survey continues.

(2) DD/P Support Records []

No change.

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(3) Predecessor Agency Records []

Inventory awaiting further review and evaluation of items by []

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(4) Refresher Training Workshops in Filing []

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Course announcement published in OTR Bulletin distributed 7 Oct. to 950 recipients. Reserved rooms in which to hold Filing clinics. Continued work with OL/Graphics and OL/PSD on slides and handouts. Showed Vu-Graph slides to RMS analysts and circulated draft outline of Workshop to them for review.

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(4) Revision of Notices on Filing Equipment and Supplies [] 25X1

(5) Booklet on Records Center and Revised Form 140 [] 25X1

(6) Records Center Article for Support Bulletin [] 25X1

No change.

(7) Follow-up on Unused Safes [] 25X1

Letter approved and being reproduced for distribution to ARO's.

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e. Vital Materials []

(1) Received a revised list of OP's Vital Material Deposits. This list provides Agency-wide coverage of Personnel-type records.

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(2) [] They were briefed on the VM holdings generally and were afforded time to review DDP materials specifically.

f. Microfilming

(1) OCR/GR--filiming continues.

(2) OCR/IR - started filming.

(3) OL - filmed deeds and declarations of trust for vehicles in Logistics.

g. Training

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[] DDP visited Subject Files in OP and specialized files in OCR/Industrial Register and the "mockup" of New HQ Building office layout during the week.

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[] ARO/OCI, was briefed on records disposition and subject filing on 1 October.

3. News

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a. [] attending the American Archivists' Convention in Philadelphia 7-9 October.

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b. [] briefed RMS on the new RCA-501 equipment being rented by the Agency and on the several specific ways in which the new machine and its procedures will affect each Branch of this Staff.

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c. [] attended the Management Analysis Luncheon 5 October. Wm. Gill of Bureau of the Budget spoke on "Automatic Data Processing in the Federal Government".

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from
FORMS MANAGEMENT BRANCH

1. Contributionsa. Tangible

- (1) Completed 21 actions requiring the printing of 251,650 copies or sets of forms.
- (2) Two new and four revised forms were approved.

b. Intangible

- (1) Evaluated an Employee Suggestion.

2. AssignmentsA. Active(1) Forms Analysis Projects

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	<u>New</u>	<u>Revised</u>	<u>Total</u>
	1	1	2
	-	2	2
	5	5	10
	1	1	2
	3	2	5
	10	11	21

(2) Employee SuggestionsAnalyst

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(3) Teletype Dissemination Information Reports and Systems.

(4) Revision of Dispatch Forms.

(5) Improved Management of Stocked Forms

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Furnished OL, V.M. and Machine Records with record of forms obsoleted, ~~revised or changed in status~~ during month of September.

(6) Uniform Information Report

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A meeting of the WGCIRF-CODIB has been set for October 15. The agenda includes a talk by Army on their revised Common Information Report. A strong pitch will be made to get the other Agencies to adopt the common format.

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has been appointed Secretary of the WGCIRF-CODIB.

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(7) New Building Project. 25X1(8) Revision of Courier Receipt and Log Record. 25X1

Delivery of forms should be within 4 weeks.

(9) Expediting Printing of Information Reports 25X1

(10) Improvement of Quality of Information Reports Production.

(11) Proposed Revision of Security Officer Check List -
Security Check Sheet Holder. 25X1(12) "A" Forms Improvement Workshop. 25X1

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(13) Revision of Form 30. (14) Pseudo-Crypto Request Form. 25X1(15) Joint CS-JCS War Plan Form.

Met with representatives of the PPC Staff. Proposed one form which would do the work of the four proposed by them. PPC concurred in the proposal and is coordinating the idea with other DD/P Staff and the JCS.

3. News1. Arranged for OTR to get 250 copies of the State Department
Dispatch Form. 25X1

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2. 3. 50% of the Management Staff quota for U.G.F. has been received in
pledges or payments.

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